United Nations ST/IC/2008/17

Secretariat

4 April 2008

Information circular*

To: Members of the staff

From: The Assistant Secretary-General for Human Resources Management

Subject: **United Nations internship programme**

1. The purpose of the present circular is to inform staff members about the arrangements for the internship programme at Headquarters pursuant to administrative instruction ST/AI/2000/9.

I. Application procedure

Eligibility requirements

2. The Secretary-General may accept interns provided the following conditions are met:

(a) Applicants are enrolled in a degree programme in a graduate school (second university degree or higher) at the time of application and during the internship; or

(b) Applicants pursuing their studies in countries where higher education is not divided into undergraduate and graduate stages have completed at least four years of full-time studies towards obtaining a degree at a university or equivalent institution.

Internship periods

3. There are three internship periods each year: spring, mid-January to mid-March; summer, early June to early August; and fall, mid-September to mid-November.

Submission of applications

4. Graduate students who meet the eligibility requirements for an internship with the United Nations and who wish to be considered must apply online at http://jobs.un.org, the United Nations Human Resources website, also known as

* Expiration date of the present information circular: in effect until further notice.

"Galaxy". Detailed instructions regarding the application procedure are also available online at http://www.un.org/Depts/OHRM/sds/internsh/index.htm.

5. Applications are to be submitted no earlier than eight months, and no later than four months, prior to the desired internship period. The deadline for applications is stated in the vacancy announcement on Galaxy (http://jobs.un.org) and on the Internship Programme website (http://www.un.org/Depts/OHRM/sds/internsh/index.htm).

Required documents

6. Applicants who are selected will be requested to sign the "Internship agreement for the United Nations", contained in the annex to instruction ST/AI/2000/9. They will also be requested to provide a medical certificate stating that they are in good health, a proof of enrolment in a health insurance plan covering them in the United States of America, and a proof of enrolment in graduate studies.

II. Working conditions

7. The terms of the internship programme are set out in sections 3, 4 and 5 of instruction ST/AI/2000/9. Participation in the internship programme is normally full-time. Interns are expected to work five days per week in the department/office that has selected them, under the supervision of a staff member. During the internship session, interns will be provided with a desk, phone and computer access. Interns do not receive a salary or emoluments from the United Nations.

8. Supervisors are responsible for the content of the intern's assignment, which should, where feasible, be explained fully to the intern prior to the commencement of the internship. Terms of reference describing the tasks and responsibilities of the intern during the internship assignment should be prepared.

9. An orientation programme for all new interns will be offered by the Office of Human Resources Management at the beginning of each internship period. The Internship Coordinator will be available to assist supervisors and interns throughout the period, as needed.

III. Evaluation

10. At the end of the internship, the supervisor should prepare a written evaluation of the performance of the intern and organize a meeting with him or with her to provide constructive feedback.